

Quick Start Guide

Activities Required prior to Webinar Training

1. If you do not have a current portfolio in Utah Futures, begin by going to www.utahfutures.org
2. On the landing page enter your school **User name** and **Password** which will be provided by your district CTE Director or School Counseling Director or by contacting dawn.stevenson@schools.utah.gov



3. On the landing page, click on **My Portfolio**



4. On the next screen click on **Create "My Portfolio."**



5. Enter your personal information. At a minimum you must enter a first name, last name, user name and password. Choose something you will remember.

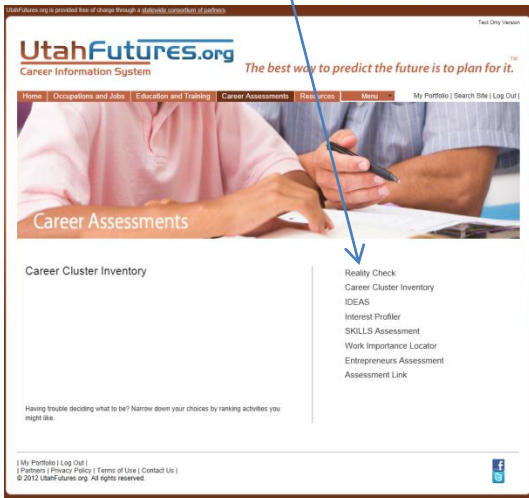
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6. After you have created your portfolio, click on the **Home** option in the upper right corner of your screen.
7. On the home page select **Career Assessments**



8. Select **Reality Check**. Complete the activity, save your results by clicking on **save** in the upper right hand area of the screen, and enter your thoughts in the **reflection box**.



9. After you have completed Reality Check, **complete one other assessment**, save your results and enter your thoughts in the reflection box.